

Collections Competency Set

Met – Please provide examples of exceptional work	Partially met – Please be specific about the incomplete areas and further work that should be done	Not met – Please be specific about the competencies that are not achieved	Assessment
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1. Collection management tools	The candidate provides sufficient evidence that he/she knows how to use integrated library systems, other appropriate online tools, and data to manage collections.	The candidate provides partial evidence that he/she knows how to use integrated library systems, other appropriate online tools, and data to manage collections.	The candidate does not provide evidence that he/she knows how to use integrated library systems, other appropriate online tools, and data to manage collections.
2. Basic principles of collection development and management	The candidate provides sufficient evidence that he/she knows the basic principles of collection development and management.	The candidate provides partial evidence that he/she knows the basic principles of collection development and management.	The candidate does not provide evidence that he/she knows the basic principles of collection development and management.
3. Collection decisions	The candidate provides sufficient evidence that he/she assists with decisions regarding selection, de-selection, retention, and replacement of all types of library resources.	The candidate provides partial evidence that he/she assists with decisions regarding selection, de-selection, retention, and replacement of all types of library resources.	The candidate does not provide evidence that he/she assists with decisions regarding selection, de-selection, retention, and replacement of all types of library resources.
4. Basic principles of user access	The candidate provides sufficient evidence that	The candidate provides partial evidence that	The candidate does not provide evidence that

	he/she knows the basic principles and can apply the appropriate procedures to the processes that provide users access to a wide variety of content.	he/she knows the basic principles and can apply the appropriate procedures to the processes that provide users access to a wide variety of content.	he/she knows the basic principles and can apply the appropriate procedures to the processes that provide users access to a wide variety of content.
5. Production and distribution of content	The candidate provides sufficient evidence that he/she knows the various ways in which content, in multiple formats, is produced and distributed to libraries.	The candidate provides partial evidence that he/she knows the various ways in which content, in multiple formats, is produced and distributed to libraries.	The candidate does not provide evidence that he/she knows the various ways in which content, in multiple formats, is produced and distributed to libraries.
6. Value of resource sharing	The candidate provides sufficient evidence that he/she understands the value of resource-sharing agreements and applies them to collection decisions.	The candidate provides partial evidence that he/she understands the value of resource-sharing agreements and applies them to collection decisions.	The candidate does not provide evidence that he/she understands the value of resource-sharing agreements and applies them to collection decisions.
7. Standard collection evaluative sources	The candidate provides sufficient evidence that he/she knows and can use the recognized standard evaluative sources to assist with collection development.	The candidate provides partial evidence that he/she knows and can use the recognized standard evaluative sources to assist with collection development.	The candidate does not provide evidence that he/she knows and can use the recognized standard evaluative sources to assist with collection development.
8. Preservation	The candidate provides sufficient evidence that he/she knows the principles and basic practices regarding the	The candidate provides partial evidence that he/she knows the principles and basic practices regarding the preservation of	The candidate does not provide evidence that he/she knows the principles and basic practices regarding the preservation of

	preservation of library resources.	library resources.	library resources.
9. Preparation of library resources	The candidate provides sufficient evidence that he/she applies appropriate methods and techniques for accurate preparation of library resources.	The candidate provides partial evidence that he/she applies appropriate methods and techniques for accurate preparation of library resources.	The candidate does not provide evidence that he/she applies appropriate methods and techniques for accurate preparation of library resources.
10. Collections policies	The candidate provides sufficient evidence that he/she can explain and apply policies regarding library collections.	The candidate provides partial evidence that he/she can explain and apply policies regarding library collections.	The candidate does not provide evidence that he/she can explain and apply policies regarding library collections.